Leave Accrual Chart for 2015 (Full-Time Employees)					
Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/12 - 01/25	4	6	8	4
02	01/26 - 02/08	8	12	16	8
03	02/09 - 02/22	12	18	24	12
04	02/23 - 03/08	16	24	32	16
05	03/09 - 03/22	20	30	40	20
06	03/23 - 04/05	24	36	48	24
07	04/06 - 04/19	28	42	56	28
08	04/20 - 05/03	32	48	64	32
09	05/04 - 05/17	36	54	72	36
10	05/18 - 05/31	40	60	80	40
11	06/01 - 06/14	44	66	88	44
12	06/15 - 06/28	48	72	96	48
13	06/29 - 07/12	52	78	104	52
14	07/13 - 07/26	56	84	112	56
15	07/27 - 08/09	60	90	120	60
16	08/10 - 08/23	64	96	128	64
17	08/24 - 09/06	68	102	136	68
18	09/07 - 09/20	72	108	144	72
19	09/21 - 10/04	76	114	152	76
20	10/05 - 10/18	80	120	160	80
21	10/19 - 11/01	84	126	168	84

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
22	11/02- 11/15	88	132	176	88
23	11/16 - 11/29	92	138	184	92
24	11/30- 12/13	96	144	192	96
25	12/14- 12/27	100	150	200	100
26	12/28- 1/10	104	**160***	208	104

*Ten hours of leave earned in last full pay period of the leave year (_Last Leave Period_) for employees in this category each year.

- Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

- Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period.

- For employees who work a **part-time schedule**, the rate of leave accrual is as follows:

Annual Leave

Years of Service	**Accrual Rate per Hours in a Pay Status**
Less than 3	**1 hour for each 20**
3 to 15	**1 hour for each 13**
15 or more	**1 hour for each 10**

Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.